



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Local Systems Support Division School Transportation Services 217 Education Annex, 156 Trinity Ave., SW Atlanta, Georgia 30334	Application Number 77-426 - 77-434	
Application Number		Date Received OCT 24 1977	Date Completed NOV 10 1977
2. Person to Contact Al King		Working Title Administrator	Telephone Number 656-2467
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ Varies _____ To Date _____		5. Records Series Title (followed by title used in office, if different) SEE ATTACHMENTS	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The School Transportation Services Unit assists local systems in their transportation programs by providing consultative and administrative services and training programs for drivers and mechanics. It assists in surveying new bus routes and determines state-aid earnings for state financial support.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: SEE ATTACHMENTS File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Departmental Annual Reports
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Parts of the information can be found in the Transportation Annual Rpt
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Local Agencies have copies of some of the series.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	varies	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

SEE ATTACHED

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10/21/77	<i>[Signature]</i> WB	10/13/77
State Records Committee (Signature) Date			
State Auditor/Designee		<i>[Signature]</i>	11-8-77
Secretary of State/Designee		<i>[Signature]</i>	11-28-77
Attorney General/Designee		<i>[Signature]</i>	11-9-77

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

Attachment

Description

Retention

77-433

School Transportation Survey Files
Documents relating to surveying of local school systems pupil transportation programs, both fiscally and operationally. Included are: 1. School Transportation Survey Reports. 2. School Transportation Adjustment Survey. 3. Related Correspondence.
Files are arranged alphabetically by school system.

Cut off at end of each fiscal year; hold in current files area for 5 years; transfer to State Archives for permanent retention.

77-428

School Bus Purchase Report Files
Documents relating to the purchasing of school buses by local school systems. Included are: 1. Tab Sheet for Chassis and Body Bids. 2. Related Correspondence.
Files are arranged alphabetically by school system.

Cut off at end of each fiscal year; hold in current files area for 5 years; transfer to State Records Center; hold 10 years; then destroy.

77-427

School Bus Accident Report Files
Documents relating to maintaining statistical information and historical information on school bus/motor vehicle accidents. Included are: 1. DE Form 0037 (School Bus Accident Report) or similar report. 2. School Bus Accident Report Summaries.
Files are arranged chronologically by year, and thereunder by school system.

Cut off at end of each fiscal year; hold in current files area for 5 years; transfer to State Records Center; hold 10 years; then destroy.

77-429

School Transportation Allotments and Mid-Term Adjustment Files
Documents relating to financing by State monies of local school systems pupil transportation programs. Included are: 1. Transportation Allocation Forms. 2. Mid-Term Adjustment Forms. 3. Related Correspondence.
Files are arranged chronologically by fiscal year, thereunder by school system.

Cut off at end of each fiscal year; hold in current files area for 5 years; transfer to State Records Center; hold 10 years; then destroy.

77-426

Highway Safety Project Files
Documents relating to operating and maintaining Federal Highway Safety Projects. Included are: 1. Statement of Highway Safety Program Costs. 2. Personnel Services Statements. 3. Personnel Expense Statements. 4. Itineraries.
Files are arranged chronologically by fiscal year, thereunder by project number.

Cut off at end of each fiscal year; hold in current files area for 2 years; transfer to State Records Center; hold for 6 years; then, destroy.

77-430

School Transportation Conferences and Meeting Files

Documents relating to participation of the School Transportation Unit in conferences and meetings involving matters of interest to School Transportation Services.

Included are: 1. Conference Materials. 2. Syllabus. 3. Roster. 4. Correspondence.

Files are arranged alphabetically by conference name and thereunder by year.

Cut off at end of each fiscal year; hold in current files area for 2 years; then, destroy.

77-432

School Transportation Services Subject Files

Documents relating to all areas of interest of the School Transportation Services Unit.

Included are: correspondence and memorandums between the unit and other units of the department, other departments, other states, the Federal Government, private individuals or private companies; brochures and pamphlets from school bus companies; reports on new trends and/or developments in school transportation materials, equipment and practices. Files are arranged alphabetically by subject.

Cut off at end of each fiscal year; hold in current files area for 2 years; then, destroy.

77-434

School Transportation Training Program Files

Documents relating to training programs for the purpose of giving to school bus drivers and mechanics the skills needed to perform their jobs.

Included are: 1. Roster of Training; 2. Safety Program Report; 3. Syllabus of Training Program; 4. Attendance Registers; and 5. Related Correspondence.

File is arranged by type of training program, thereunder by year.

Cut off at the end of each fiscal year; hold in the current files area for 2 years; then, destroy.

77-431

School Transportation County Correspondence Files

Documents relating to documenting the relationship between the School Transportation Services Unit and the local school systems.

Included are copies of incoming and outgoing correspondence between the unit and the local school systems.

File is arranged alphabetically by school system.

Cut off at the end of each fiscal year; hold in the current files area for 2 years; then, destroy.